

CITY OF VERSAILLES
POSITION DESCRIPTION

Class Title: Water Plant Superintendent

Dept/Div: Public Works/Water Plant

Supervisor: Utilities Manager

Supervises: All Personnel Assigned to the Water Plant

Class Characteristics: Under general direction, is responsible for the overall operation and maintenance of the water plant; serves as Plant Operator; responsible for monitoring special projects related to plant; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Plans, organizes, directs, coordinates and evaluates all activities and programs of the department.
2. Assists with formulation of operating policies and procedures; administers and maintains approved operating policies and procedures.
3. Insures that plant operations are in compliance with established procedures and standards, and federal, state and local laws and administrative regulations.
4. Serves as Plant Operator; collects samples; performs lab analysis in plant and in the field.
5. Supervises departmental personnel; prepares work schedules, approves assignments, training, and time-off; keeps time records.
6. Inspects plant, buildings and grounds to insure operation, maintenance and cleanliness in a safe and efficient manner; assists in performing minor repairs on plant and equipment.
7. Implements preventive maintenance programs; insures that preventive maintenance programs are followed.
8. Checks and approves personnel evaluations.
9. Attends training programs as required; insures employees participate in programs for obtaining licenses after meeting experience requirements at each level.
10. Assists with budget preparation; monitors departmental budget.
11. Insures preparation of cost estimates for projects and purchases; responsible for special projects for water plant, including facilities construction and repair, installation of new equipment and implementation of improvements in plant operation.

12. Insures that samples are collected, lab analysis completed, adjustments are made as necessary, samples are forwarded as required on a timely basis and accurate records and reports are prepared and forwarded to state and federal agencies as required; ;insures that copies of reports are maintained.

13. Orders chemicals, materials, supplies, and spare parts.

14. Attends meetings as representative of the organization with federal and state regulatory agencies, etc.

15. Implements safety procedures/regulations.

16. Represents department at staff meetings.

Non-Essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by work experience and education acceptable by the Kentucky Department of Natural Resources and Environmental Protection Cabinet to have received a Class IV Water Plant Operators License. (See also Certification Requirements.)

Special Knowledge, Skills and Abilities:

Knowledge:

1. Extensive knowledge of water plant operations.
2. Extensive knowledge of federal, state and local laws and administrative regulations reference to water treatment.
3. Extensive knowledge of functions, servicing and maintenance requirements of mechanical equipment and machinery.
4. Extensive knowledge of and ability to insure compliance with safety requirements.
5. Knowledge of chemistry, physics, mathematics, and engineering.
6. Knowledge of computers, spread sheets, and applicable software programs.

Abilities:

1. Ability to supervise plant operations in compliance with federal and state laws and administrative regulations while serving as Plant Operator.
2. Ability to detect mechanical flaws and make repairs to plant and equipment.
3. Ability to implement and insure compliance with preventive maintenance program.
4. Ability to supervise employees assigned to department; ability to evaluate employees.
5. Ability to conduct orientation and training programs for new employees.
6. Ability to read and interpret engineering plans and manuals.

7. Ability to establish and maintain effective working relationships with officers and employees of the city, and the general public.

ADDITIONAL REQUIREMENTS

Instructions: Instructions are somewhat general; many aspects of work covered specifically, but must use some of own judgment.

Processes: Must occasionally consider different courses of action, or deviate from standard operating procedures, to get the job done.

Review of Work: Confers with supervisor often by phone or in person, but work is generally not reviewed.

Analytical Requirements: Assignments frequently involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts is required.

Physical Demands of the Job: Work requires access to buildings, including high places, confined spaces, and using stairs and ladders; intermittent standing, walking and stooping; must lift objects over 25 pounds; work is performed outdoors regardless of weather conditions; must operate vehicle and equipment; exposed to machinery and its moving parts; exposed to fumes, chemicals and toxic substances.

Tools and/or Equipment Used: Construction and/or mechanical tools and equipment (hand tools, power tools, etc.), laboratory equipment, normal office equipment (phone, computer, calculator, etc.), computerized chemical feeders, safety equipment, vehicles.

Contacts: Public and internal contacts requiring tact and diplomacy.

Confidential Information: Limited use of confidential information.

Mental Effort: Moderate/heavy.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid driver's license issued by the Commonwealth of Kentucky.

Certification Requirements: Must possess and maintain a Class IV Water Treatment Plant Operators License issued by the Commonwealth of Kentucky as a condition of employment and continued employment in the class.

Additional Requirements: Must be able to respond to emergency situations at all hours.

Overtime Provision: Non-exempt.